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Annual Leave Entitlements

The annual leave year runs from 1st of the month following entry into Local Government service. You have the option to change your annual leave year once during your employment by agreement with your Director.

The annual leave entitlements effective from 1st June 2011 are:

23 days up to 5 years service
28 days 5 years + service

In addition to the above, there will be one extra day at Christmas set by management.

NOTE: Staff may calculate their annual leave in hours, by agreement with their Line Managers.

JNC Officers

Officers who are on JNC terms and conditions (Chief Executive, Directors and Heads of Service) will receive:

33 days up to 5 years service
38 days 5 years + service

Plus one additional day set by management which will be at Christmas.

How to Calculate Annual Leave For Part-Time Employees.

Entitlement to annual leave will be proportional to the number of hours worked in relation to the normal working week. The entitlement, normally calculated in working days, will be converted to an entitlement in working hours in order to avoid any confusion which may arise due to complex working arrangements.

Please see the calculation below:

Example A

An employee works 20 hours per week over 5 days and is entitled to 23 days annual leave.

Mon	Tue	Wed	Thur	Fri
4	4	4	4	4

This employee would be entitled to 23 of their days, ie 23 Mornings or 23 Afternoons.

Example B

An employee works 20 hours per week over 3 days and would be entitled to 23 days annual leave, if they worked full time

Mon	Tue	Wed	Thur	Fri
7½	7½	5		

If an employee works a variable working pattern annual leave should be expressed in hours, which in this example would equate to 92 hours.

If a Monday was taken as annual leave 7½ hours would be deducted from the 92 hour entitlement. If Wednesday was booked as leave 5 hours would be deducted.

How to Calculate Annual Leave in Hours

For employees working reduced hours or non-standard days over various shift patterns it may be necessary for the Line Manager to calculate annual leave in hours. The following calculation should be used:

Number of days annual leave per annum FTE x daily hours (7.4) / standard hours per week (37) x number of hours worked per week,

An employee working 22 hours per week over three days FTE 23 days:

$$23 \times 7.4 / 37 \times 22 = 101.2$$

The annual leave entitlement would be 101 hours.

Recording Annual Leave

Annual leave must be recorded on an annual leave card and relevant recording system ie calendar, wall-chart, computer and/or desk diary. Employees should also keep their own personal record of annual leave; Audit recommends that employees keep an up-to-date photocopy of their **Annual Leave card**.

Approval for Leave

All leave must be approved in advance by the appropriate manager, in accordance with the time scales set by the Manager.

Time scales may vary from section to section, due to the exigencies of the Service and the necessity to arrange cover. Each Head of Service should decide and circulate the appropriate time scales to employees in their Units.

No commitments are to be made before formal approval has been given.

Carry Over Of Annual Leave

In exceptional circumstances and by agreement with the Service Manager, annual leave can be carried forward to the next leave year; up to a maximum of 5 days.